



# Community Coalition for Environmental Justice

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## **Position Announcement: Administrative Co-Director**

### **Organizational Background:**

In 1993, a multiracial group of human rights organizations, environmental organizations and individuals came together to form the Community Coalition for Environmental Justice, the first environmental justice group in the Seattle area. Our mission is to achieve environmental and economic justice in low income communities and communities of color. We believe everyone has the right to a safe, clean and healthy community, regardless of race or income. We have a highly dedicated Board of Directors, talented staff and numerous volunteers who manage the day-to-day operations of the organization.

CCEJ has over 300 dues-paying members made up of communities impacted by economic and environmental injustice as well as allies who support our work. Our overall goal is to level unequal distributions of power created by racism and other oppressions by bringing informed community voices to the table. We do this through community organizing campaigns, projects, outreach and education. Current programs include:

- South Seattle Toxics Project: improves air quality in South Seattle
- Yesler Terrace Coalition: mobilizes support for low income housing
- Environmental Justice Youth Advocates: develops youth of color leadership
- Outreach and Education program: organizes trainings, community forums, environmental justice tours, and our annual conference

You will be taking part in a rich history of grassroots social and environmental struggles, continuing the tradition of the American civil rights movement, and helping to achieve environmental and economic justice in the Pacific Northwest.

Our office is located in the Central District, Seattle's historic African-American neighborhood, close to downtown with many shops and cafes nearby. We promote a friendly and peaceful working environment built on trust, respect and friendship between our staff, all of whom believe deeply in CCEJ's mission, but who also believe that the work must necessarily be sprinkled with fun as the issues we address are very serious. For more information about CCEJ, go to [www.ccej.org](http://www.ccej.org).

CCEJ is seeking a part-time Administrative Co-Director to:

- Handle the management tasks of the organization that include administrative work, financial management, and technology.
- Share executive responsibility with the Program Co-Director for the daily operation of CCEJ, which includes providing leadership in the implementation of the vision and mission of the organization, fundraising, maintaining board relationships, and providing staff support.

- Work only 30 hours per week, with the expectation that tasks will be appropriately delegated to staff, volunteers, and the Board.
- Report directly to the Board of Directors through the Co-Chairs.

### **Key Responsibilities:**

#### **1) Leadership:**

- Ensure organizational capacity to carry out the vision, mission and core values of CCEJ.
- Provide leadership in all areas of key responsibilities and related areas.
- Provide guidance and oversee the development and implementation of the long term strategic planning process.
- Facilitate staff and board input on key organizational decisions and projects.

#### **2) Administrative Management:**

- Manage all human resource areas including employment, employee relations, compensation, training and development, compensation and benefits administration, and equal employment opportunity.
- Oversee the creation, revision, and implementation of sound personnel policies with input from the staff and Board.
- Research comparable compensation data and potential new staff benefits opportunities.
- Manage other related non-profit administrative tasks as they arise.
- Insure that the staff is employed, trained, supervised and evaluated.

#### **3) Financial Management:**

- Manage all aspects of the organization's finances, including the accounting, the development of annual budgets and approval process, and tax and audit activities of the organization.
- Maintenance of financial records to ensure compliance with standard accounting procedures and funding agreements.
- Insure that CCEJ funds are appropriately and responsibly allocated to activities that further the agency's mission.
- Provide monthly financial reports and analysis.

#### **4) Technology:**

- Oversee the management and maintenance of information technology, including network management, hardware and software support, and trouble shooting.

#### **5) Fund Development:**

- Raise funds that further the mission and values of CCEJ, and are reflective of the strategic plan and the projected annual budget.
- Maintain key relationships with foundations, sponsors, and major donors in conjunction with the Board.
- Write and research grants, solicit major donors and sponsors, and engage in other fundraising activities as needed.

- Ensure that grants, grant progress reports, and other fund raising opportunities are completed in a timely fashion.

**6) Staff Support:**

- Provide mentoring support to staff, which includes staff development and training.
- Maintain open communication with staff that is under your supervision, to ensure that work plans are completed and revised as needed.
- Provide clear and appropriate delegation of responsibilities.
- Evaluate the staff that is under your supervision.

**7) Board Relations:**

- Work closely with the board to ensure the financial and legal integrity of the organization, which includes supporting the Board in carrying out CCEJ fundraising campaigns.
- Serve as liaison and promote communication between the Board and staff regarding current organizational efforts, decisions, and policies.
- Provide accurate quarterly financial reports with Board Treasurer.

**8) Marketing and Communications**

- Ensure CCEJ is visible and well marketed to the target community.

**Required Qualifications:**

- Passion for and commitment to achieving environmental, economic and social justice.
- A well-developed and deeply felt personal and institutional analysis of all forms of oppression, including racism, classism and sexism.
- Experience, comfort, and cultural competence in working with low-income communities, immigrant communities and communities of color.
- Ability to be a team player, eager to work alongside a co-director, and make collective decisions with the staff and the Board.
- A minimum of 3 years administrative experience managing finances, human relations and information technology systems in a non-profit organization with a budget of at least \$300,000.
- A minimum of 3 years of nonprofit management experience with a proven ability to raise \$300,000 or more annually from foundations, individual donors, and other activities.
- A minimum of 2 years of supervisory experience with a demonstrated ability to build a sense of teamwork, to handle personnel issues, and to resolve conflict.
- A college degree or equivalent work experience.
- Ability to manage time well by appropriately delegating tasks to volunteers and staff when needed.
- Ability to retain, attract, and develop a diverse group of staff, Board members, and volunteers, as well as effectively utilize their talents.
- Ability to be pragmatic and task-oriented to handle multiple responsibilities.
- Ability to balance work and self-care.
- Strong inter-personal skills.
- Computer proficiency in major software programs including Excel and Word.

**Desired Qualifications:**

- An energetic and positive personality.
- A sense of humor.
- Ability to empower and encourage creativity, teamwork, and flexibility in the staff, Board members, and volunteers.
- Experience working with rural communities.
- Ability to manage crises and to work effectively under pressure.
- Articulate verbal and written communication skills for a wide range of audiences.
- Familiarity with local, national, and international environmental justice issues.
- Proficient in QuickBooks.
- Bi-lingual skills preferred.

**Compensation**

We offer flexible hours, a full benefits package of medical and dental insurance, a retirement savings plan, and at the start-10 days of vacation. The pay range is \$33-\$43,000 DOE for working 30 hours/week.

**Application Process:**

Please submit a cover letter, a resume, responses to the application questions below, and three references from a present/former supervisor, employee, and peer.

E-mail the entire application to [CCEJBoard@gmail.com](mailto:CCEJBoard@gmail.com) by April 15<sup>th</sup>. Applications will be accepted until the position is filled. We hope to fill the position by June 1<sup>st</sup>.

*Please direct any questions about this position to the above email.*

Please limit your written response for all three questions to just one page:

1. Why is CCEJ a good match for you and how does this Administrative & Development Co-Director role fit with your professional and/or personal experiences?
2. Describe your experience working with people of color & low income communities. Explain how you built and maintained relationships with these communities.
3. Describe your management style and how you would relate to the staff as a Co-Director.

***CCEJ is an Equal Opportunity Employer.  
People of Color Strongly Encouraged To Apply.***